Minimum Age Requirement

Responsible Officer: Vice President for Human Resources
Sponsoring Department: Human Resources
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Errors or changes to: aim@uta.edu

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I. Policy

The University shall not hire minors under 16 years of age.

II. Minors

Minors between the ages of 16 and 18 will be hired only with special approval of the Director of Human Resources.

III. Child Labor Provisions

Minors under eighteen will be permitted to work in an office performing clerical duties, including office machines such as copy machines, computers; cashiering and selling; price marking and tagging by hand or machine, assembling orders, packing and shelving; bagging and carrying out customer’s orders; errand and delivery work by foot, bicycle or the University shuttle; and clean up work, including the use of vacuum cleaners and floor buffers; and maintenance of grounds, (not including the use of mowers and cutters).

IV. Prohibited Employment

Minors between the ages of 16 and 18 will not be permitted to work in a position at the University that involves the following:

A. Processing that requires duties in a workroom where goods are processed.
B. Operation or tending of any hoisting apparatus or any power-driven machinery, i.e. power saws, drills, lawn mowers, edgers, grinders, cutters, knives, etc.

C. All work that requires the use of ladders, scaffolds or their substitute.

D. Warehouse and storage, loading and unloading.

E. Any position that could be deemed as hazardous or presents a health threat, i.e., science and engineering labs, robotics center, exposure to radioactive substances, etc., except as allowed under Minors in Laboratories or Similar Facilities (HOP ADM 5-308).

F. Operation of motor vehicles or service as helpers on such vehicles.

G. All aspects of construction (including demolition and repair).

H. Feeding materials into a machine, i.e. cutters, wrapping machines, printing machines, laminators, etc.

I. Riding on a lift or a freight elevator.

J. Communication and public utilities.

V. Hours of Work

The hours of work shall be confined to the following periods:

A. Outside of school hours;

B. Not more than 40 hours in any one-week when school is not in session;

C. Not more than 18 hours in any one-week when school is in session;

D. Not more than 8 hours in any one-day when school is not in session;

E. Nor more than 3 hours in any one day when school is in session;

F. Between 7 a.m. and 7 p.m. in any one day, except during the summer (June 1 through Labor Day) when the evening hour will be 9 p.m.

Related Forms

- High School Student - Position Information and Application (Form 3-26)

Related Policies

- Minors in Laboratories or Similar Facilities (HOP ADM 5-308)